

# FYI – For Your Information

## Computer Form Specifications: DR 1093 Income Withholding Transmittals or Annual Reconciliation

**Computer form facsimiles must be reviewed and approved by the Department of Revenue prior to use.** The following guidelines must be used for computer-generated withholding forms to be processed. The form should be clearly labeled as a Transmittal or Annual Reconciliation. **Five data filled test copies of your form must be submitted for approval prior to use on paper or electronically on a PDF. Do not cut coupons. Please submit full pages.**

Form DR 1093 “Transmittal of State W-2s and 1099s” and Form DR 5315 “Business Tax Payment Coupon Specifications” can be downloaded from the Web at [www.TaxColorado.com](http://www.TaxColorado.com)

**PAPER:** Use white, high quality bond, minimum 20 lbs., or 24 lb. OCR providing sufficient quality and contrast for Optical Character Reading (OCR).

**FORM SIZE:** The width should be 8 1/2 inches. The return portion of the forms must have a height of 3 2/3 inches.

**SCAN LINE:** Effective October 1, 2010, the Department of Revenue will discontinue capturing scan information on sales tax and income withholding forms. All scan lines must be eliminated from these forms as soon as possible. As of June 1, 2010, the department has stopped testing scan lines on the DR 0100, DR 1093 and the DR 1094. The department is still capturing scan lines on income tax payment coupons. Please refer to FYI Income 7 for more information on specifications for these forms.

**FORMAT:** The content and format must match, including: account number (company’s state account number), period

(period for which taxes are due) and date due (date taxes are due for the given period). The return must include the numbers shown in parentheses [i.e. (100), (415), (200), etc.] on lines 3A, 3B, 4, 5, and 6.

DR 1093 - Withholding Taxes Transmittal:  
**Data Font Size:** All data must have a font size of 10 point. Preferred font style is "Arial."  
**Account Number Format:** 99-99999  
**Period Format:** (full-year for Transmittal - 01/10-12/10)

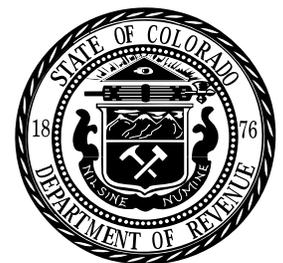
**ADDRESS BLOCK (TRANSMITTALS):** Under the heading, the left side of the return must contain the business name, address, city, state and ZIP code.

**MAILING:** The completed tax return must be mailed to the department **UNFOLDED**. We also will accept emailed PDF electronic forms.

**CLEAR AREA:** The bottom 3/4 inch of the form, front and back, must be free from extraneous marks and printing.

**Please submit five test forms and direct all questions to:**  
COLORADO DEPARTMENT OF  
REVENUE  
ATTENTION: ANTOINETTE WILLIAMS  
FORMS DEVELOPMENT SECTION RM  
307  
1375 SHERMAN ST  
DENVER CO 80261  
(303) 866-2722

Emailed PDFs electronic forms are preferred. Please send the PDF to [awilliams@dor.state.co.us](mailto:awilliams@dor.state.co.us)



Colorado Department  
of Revenue  
Taxpayer Service Division  
1375 Sherman St.  
Denver, Colorado 80261

Forms and other services:  
(303) 238-FAST (3278)  
Assistance:  
(303) 238-SERV (7378)

[www.taxcolorado.com](http://www.taxcolorado.com)